

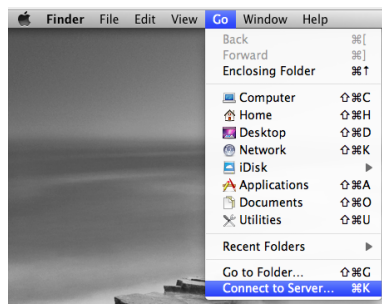
WebDAV Shared Directory Access

WHAT IS THE WEBDAV SHARED DIRECTORY?

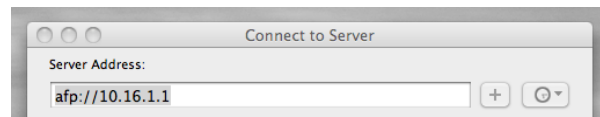
The WebDAV Shared Directory is a centrally located shared drive that allows you to share teaching resources and files with other teachers. It is hosted by the district, and accessible by any computer on the USD 345 network.

HOW DO I ACCESS THE WEBDAV SHARED DIRECTORY?

1. Go to a Finder window. To ensure you are in the correct location, make sure that Finder shows on the menu bar in the top left corner. If in doubt, click your Desktop.
2. In the menu bar, select “Go,” then “Connect to Server.”



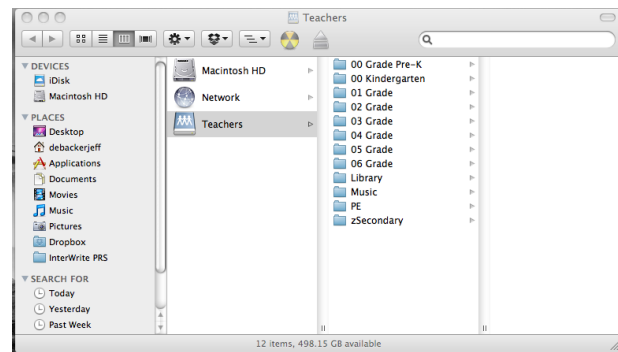
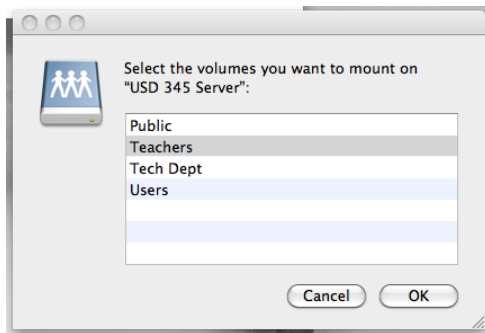
3. Enter the address 10.16.1.1 and click “Connect.”



4. The computer will then ask for your credentials. In the “Name” field, enter your first initial and last name (John Doe would be jdoe). In the “Password” field, enter your employee ID number. If successful, a “Teachers” drive will appear on your Desktop.



5. Several options for folders may appear. Select the “Teachers” folder. From there, a variety of grade level folders will appear; use the folder appropriate to your grade level and discipline.



6. To close the directory, drag the “Teachers” drive to the trash. In addition, if you shut down your computer, the directory will automatically disconnect.

CAUTIONS

Confidentiality: No confidential information, including test scores, SIT paperwork, and IEP information, can be shared in this environment. There are SIT directories available for this purpose.

File Naming: Do not give the multiple files in the same directory the same name, as it will overwrite the existing file.

Sharing: Any teacher can access any file placed in the WebDAV Shared Directory. Conversely, any teacher with access can delete any file placed in the WebDAV Shared Directory. If you are unsure whether or not a file should be deleted, play it safe, and do not delete the file.

File Size: Avoid uploading large files, including video and images, as this can reduce the performance for all users accessing the files.